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# 2018 Student Organization Registration Agreement

The Office of Student Affairs is responsible for the registration of ALL Penn State Brandywine student clubs/organizations. Only registered clubs/organizations will be recognized as an affiliate of Penn State Brandywine. A copy of this form, club constitution and member list will be kept on file in the Office of Student Affairs.

***Club/Organization Name:***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Members of the Executive Board

| **Position:** | **Name:** | **Cell Phone #** | **PSU Email:** |
| --- | --- | --- | --- |
| **President** |  |  |  |
| **Vice President** |  |  |  |
| **Treasurer** |  |  |  |
| **Secretary** |  |  |  |
| **Adviser (Faculty or Staff)** |  |  |  |

***As a Student Club/Organization at Penn State Brandywine, we, the executive board members, agree to the following:***

* Work collaboratively with all areas of the University in order to better serve the campus population.
* Uphold the Penn State Principles; which are the foundation for conduct at Penn State Brandywine.
* Be a positive role model for all students.
* Participate fully in the Penn State Brandywine community.
* Maintain communication with the Office of Student Affairs and the Student Government Association.
* Abide by all rules and procedures as listed in the Student Club/Organization Handbook, our constitution, and all other Penn State implemented policies relating to student organizations.
* Accept responsibility for all actions affiliated with events sponsored by the organization.
* ***Plan one program each semester for the University community***
* ***Provide Student Affairs with a list of all Active Members on October 15, 2018, January 21, 2019, and April 1, 2019***
* ***When Requesting SAF Funds for Club or Organization events or activities a member of the Executive Board must submit the request and be present at the SAF Meeting when the request is being considered; Advisers are encouraged to be aware of SAF requests and be present at the SAF Meeting, but cannot submit requests or attend meetings on behalf of the student leadership***

**Attend *ALL* of the following events:**(Dates provided by the Office of Student Affairs)

\***Involvement Fair:** August 23, 2018

\***Org Training:** Training will consist of two one-hour sessions-

**Part 1**- September 4 or September 5; **Part 2**- September 6 or September 7

(Only need to attend one of each session)

**Part 1 & Part 2**- September 14 (If you attend this session, you do not need to attend the sessions above)

\***Council of Club President Meetings:** September 21, October 26, November 16, December 7

**Check here \_\_ if you are registering a Club Sport**. *Club Sports must have additional forms related to risks, participation, safety officers, and coaches in order to be recognized by Student Affairs and Athletics. Schedule an appointment with Gary Miller,* [gmm21@psu.edu](mailto:gmm21@psu.edu)*.*

**Please write a short 3-5 sentence synopsis about the club:**

*Example:*

**HDFS Club**

HDFS Club is a club geared toward students interested in Human Development and family studies. This club is intended to provide guidance and resources for HDFS Majors, as well as organize events relevant to Human Development and family studies.

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**Executive Board Position Responsibilities**

President

* Prepare an agenda for every meeting.
* Run all student organization meetings and keep members to business at hand.
* Know, understand, and follow all Penn State Brandywine policies.
* Keep the adviser informed of all meetings and activities.
* Act as the club spokesperson to the CCP and campus.
* Delegate responsibilities to other members and assist when guidance is needed.
* Be consistent at meetings.
* Hold members accountable for their actions, both good and bad.
* Hold and attend regular executive board meetings.
* Confirms all financial transactions are dealt with promptly.
* **Complete Student Purchasing Card Training.**

President’s Initials: \_\_\_\_\_\_\_\_

Vice President

* Assume the president’s responsibilities when the president is unable to carry them out.
* Be primary event contact for the student organization.
* Fully understand the handbook on Policies and Rules for Student Organizations.
* Attend required events when President is unavailable.
* Attend all meetings.

Vice President’s Initials: \_\_\_\_\_\_\_\_

Treasurer

* **Must Complete Student Purchasing Card Training.**
* Take responsibilities for the accounting of the club funds.
* Communicate with SGA treasurer and Student Affairs representative concerning the budgets.
* Be primary resource for creating SAF proposals.
* Research prospective events to accurately predict a budget.
* Assure that the student organization spends money in accordance with campus policies.
* Report on the balance sheet at each meeting.
* Ensure that all financial transactions are dealt with promptly.
* Attend required events when President is unavailable.

Treasurer’s Initials: \_\_\_\_\_\_\_\_

Secretary

* Record and keep accurate, permanent records (minutes, documents, etc.).
* Maintain an up-to-date list of all members and their contact information.
* Maintain the student organization Canvas site.
* Update the binder with information from meetings and events.
* Attend required events when President is unavailable.

Secretary’s Initials: \_\_\_\_\_\_\_\_

Adviser (Must be Penn State Brandywine faculty/staff)

* Be a club guide.
* Act as a facilitator and group mentor.
* Help group maintain focus.
* Assist in planning and goal creation.
* Serve as the campus expert/resource.
* Remain accessible throughout the year.
* Challenge the group to view issues in a different way.
* **Must Complete Mandatory Reporter Training.**

Adviser’s Initials: \_\_\_\_\_\_\_\_

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***Club/Organization President* *Adviser***

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***Student Affairs Representative* *Student Government President***

*(SGA President and Student Affairs signatures will be placed on form after submission to the Office of Student Affairs)*